## Editing a Note

1. To edit a note, select the note you want to modify and click **Edit**. The Edit Note/Reminder popup window will be displayed.

	New Message 💥 Mar	rk as Unread 📝 Reply 🛛 🔙 New Note/Reminder 🥜 Edit 🚳 Done		
	From	Subject	Date 🔻	
Ņ	Paul Lorentz To: John Smythe	Re: RE: 1027708 in Building Hillview Towers I TRWO OK, thanks Original Message Thermostat	May 27 at 1:27 pm eeds to be replaced.	
	Paul Lorentz	Call tenant Call the tenant tomorrow morning at 9:30 AM and let him know them	May 27 at 12:56 pm nostat will be replaced.	
<b>.</b>	Paul Lorentz Paul Lorentz			

- 2. In the Edit Note/Reminder window, modify the **Subject** and **Message** field as needed.
- If you would like to convert the note into a reminder, place a checkmark beside Make a Reminder. See Using <u>Reminders</u> for more information.
- 4. Click Save to save your changes.

😸 Edit Note	/Reminder		×
Subject:	HVAC issues		
Message:	Need to look at the number of HVAC-related issues and trending.		
		2	
	🗹 Make a Reminder		
	Save X Cancel		